



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

P.O. BOX 14350, 1776 MILITIA WAY

SALEM, OREGON 97309-5047

Coml: (503) 584-3854(Air) / 3846(Army)

DSN: 355-3854(Air) / 3846(Army)

<http://www.orport.ang.af.mil>

BRAC affected units strongly encouraged to apply!

Announcement #AR06-063

COMMAND PROGRAM SUPPORT SPECIALIST

Army Technician Vacancy Announcement

Open Date: 29 March 2006

Closing Date: Open Till Filled

Series/Grade: GS-0340-11

Salary Range:

GS-11: \$54,115 - \$70,353 Per Hr

OAOC: 01A **WO MOS:** 011A

PD#: R8360000

Location: JFHQ-COS, Salem, Oregon

Type of Appt: Excepted **X** Officer **X**
Warrant **X**

PCS: PCS is not authorized.

Selectee will be required to obtain/maintain a Secret Security Clearance.

Areas of Consideration:

First Area: Current permanent full-time technicians that are commissioned officers/warrant officers in the Oregon Army National Guard.

Second Area: All Members of the Oregon Army National Guard that are commissioned officers/warrant officers.

Summary of Duties:

Incumbent conducts research and analysis of regulatory data regarding command structure, state level authorizations, organizational and program responsibilities. Serves as point of contact (POC) on State Headquarters ARNG staff activities and field organizational elements. Requests operating level input, develops and makes recommendations to the Chief of Staff for program revision or improvement. Ensures resolution of recurring problems through coordination with operating managers and staff officers. Acts as special project officer when designated as such by the Chief of Staff or the Adjutant General. Identifies and initiates new

projects as required to manage and oversee assigned programs. Attends meetings and/or special conferences as Chief of Staff Representative and may act as a working member on special councils, contracting and financial boards, and readiness committees. Manages visiting VIP itineraries, Informal POC for Line Officers, Staff Duty Officer Program Management, Travel Rebate Account Manager, SGS Revolving Fund Account Manager, Command Information Bulletin POC, Ceremonies and Awards POC, Coordinates OMD blood drive and other duties as assigned.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Supervisory, managerial, professional or technical work experience and/or training which has provided a knowledge of management principles, practices, methods and techniques.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-11** level must have **36 Months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge of procedures to analyze problems, to identify significant factors, gathers pertinent data and recognizes solutions.
2. Ability to write reports, policies, briefings and various correspondence.
3. Ability to communicate with groups and individuals.
4. Ability to develop plans and organization to facilitate the availability of various resources.
5. Knowledge of organizational structures.

Substitution of Education for Specialized Experience

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been directly related to the type of work of the position (i.e., management, business administration, oral communication, accounting, economics, etc.).

Special Information

Unit of military assignment is any unit supported by **JFHQ** in **OAOC: 01A WO MOS: 011A**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)
must contain:**

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%